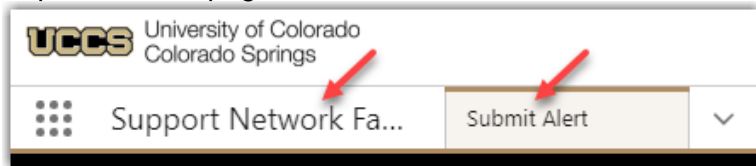




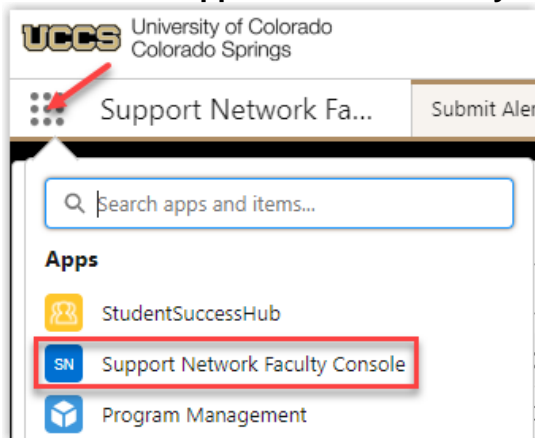
## Submit Alert Overview

### Navigating to Submit Alert

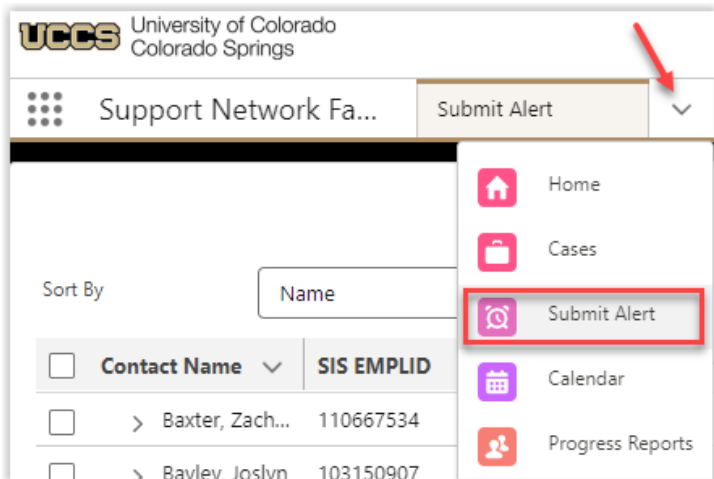
1. If you are in the Support Network Faculty Console app and on the Submit Alert tab as shown below, skip to the next page.



- a. If you are not in the Support Network Faculty Console, click on the tic-tac-toe grid at the upper left and choose **Support Network Faculty Console**.



- b. If you are not on the Submit Alert tab, click the drop-down in the tab row and click **Submit Alert**.





## Submit Alert Overview

1. The Submit Alert page allows you to sort records by name, student ID, or grade; columns indicate student name, ID number, course offering, and current course grade (as a percentage).

Support Network Fa... Submit Alert

Sort By: Name

<input type="checkbox"/>	Contact Name	SIS EMPLID	Course Offeri...	Course Grade	Assignment ...
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2. To view assignments and grades for a student, click the arrow icon to the left of a student's name.

Support Network Fa... Submit Alert

Sort By: Name

<input type="checkbox"/>	Contact Name	SIS EMPLID	Course Offeri...	Course Grade	Assignment ...
<input type="checkbox"/>	> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	97.59	
<input type="checkbox"/>	> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	96.84	
<input type="checkbox"/>	> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	92.35	
<input type="checkbox"/>	> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	100.00	
<input type="checkbox"/>	> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	61.10	

*NOTE: At this time students who withdrew after the census date will still be in your roster. This is planned to be fixed in the future.*

3. The expanded view for each student record displays assignment details (if available in Canvas) including title, score (points), points possible, due date, and score (percentage). Click the arrow icon again to close the expanded view

Contact Name	SIS EMPLID	Course Offer...	Course Grade	Assignment ...	Assignment ...	Assignment ...
> [Student Name]	[SIS EMPLID]	CHEM-1101-1-C-...	97.59			
				Class Profile Discussion	Jan 18, 2024, 4:59 ...	20.00
				Quiz 1	Jan 21, 2024, 4:59 ...	20.00
				Discussion 'Light Bulbs'	Jan 26, 2024, 4:59 ...	18.00
				Discussion 'E-Waste'	Feb 02, 2024, 4:59...	20.00
				Quiz 2	Feb 04, 2024, 4:59...	20.00

*NOTE: Assignments with no score in Canvas may not appear in this expanded view.*



4. RECOMMENDED: Set early alert grade thresholds by clicking **Set Default Grade Preference**.

Set Assignment Filter   **Set Default Grade Preference**   New Alert

Assignm... ▾

Next >

Course Section

All ▾

Filter Grade Status For:

Course   Assignment Grade

Grade Status - (Show students with the following status(es) on at at least one gradebook item)

😊 Good

😐 Ok

😞 Poor

? Missed

Go

5. Complete the cutoff fields where student scores  $\geq$  Good Cutoff indicate respectable performance and  $\leq$  Poor Cutoff indicate cause for concern and possible early alert, then click **Save**.

**Default Grade Preference**

The Good Cutoff cannot be above 100 and the Poor Cutoff cannot be below 0.

\* Good Cutoff ⓘ

90.00%

\* Poor Cutoff ⓘ

75.00%

Save



## Submitting Alerts

Alerts may be submitted based on Course or Assignment grades.

### Submit an Alert Based on Course Performance

1. In the filters to the right of the records list use the Course Section drop-down to select a course, then check the box(es) for performance levels you wish to alert and click **Go**.

Set Assignment Filter Set Default Grade Preference New Alert

Assignm... Course Section

Next > All

Filter Grade Status For:

Course Assignment Grade

Grade Status - (Show students with the following status(es) on at least one gradebook item)

Good

Ok

Poor

Missed

Go

*NOTE: The **Missed** filter returns zero results when filtering based on Course.*

2. Use the top checkbox to select all students in the filtered list or check the students you want to receive the alert, then click **New Alert**.

Name

Contact Name	SIS EMPLID	Course Grade	Course Offerin...	Assignment Sc...	Points Possible	Assignment Na...	Assignment Du...	Assignment Cu...
> Ann		21	STRT-4500-1-CPT-051					
> Der		16	STRT-4500-1-CPT-051					
> Mol		29	STRT-4500-1-CPT-051					
> Jlan		15	STRT-4500-1-CPT-051					
> Lan		26	STRT-4500-1-CPT-051					
> Alic		10	STRT-4500-1-CPT-051					
> Sam		8	STRT-4500-1-CPT-051					
> Ste		14	STRT-4500-1-CPT-051					
> Kyla		20	STRT-4500-1-CPT-051					

Course Section

STRT-4500-1-CPT-051

Filter Grade Status For:

Course Assignment Grade

Grade Status - (Show students with the following status(es) on at least one gradebook item)

Good

Ok

Poor

Missed

New Alert

Go



3. Select a reason (not shown to students) for the alert from the drop-down menu.

The screenshot shows a form titled "New Alert". At the top, there is a dropdown menu labeled "\* Select A Reason" with the text "Select an Option" and a downward arrow. Below the dropdown, a list of reasons is displayed, each on a new line. The reasons are: "In Danger of Failing - Can Pass with Assistance", "Missing Assignments/Not spending enough time in course", "Low Assignment Quality/Score", "Attendance Concern - Unexcused Absences", "Low Test/Quiz Score", "No Show/Has Not Logged In", "See Instructor During Office Hours", "Cannot Pass", and "Kudo". The "Low Assignment Quality/Score" option is highlighted with a grey background.

## Submit an Alert Based on Assignment Performance

1. In the filters on the Submit Alert page, click **Assignment Grade** to filter based on *assignments* rather than course grades, then check the box(es) for performance levels you wish to alert.

The screenshot shows a form titled "Submit Alert". At the top, there is a dropdown menu labeled "Course Section" with the text "All" and a downward arrow. Below this, there is a section labeled "Filter Grade Status For:" with two buttons: "Course" and "Assignment Grade". The "Assignment Grade" button is highlighted with a red box. Below this, there is a section labeled "Grade Status - (Show students with the following status(es) on at least one gradebook item)" with four checkboxes and corresponding labels: "Good" (with a smiley face icon), "Ok" (with a neutral face icon), "Poor" (with a sad face icon), and "Missed" (with a question mark icon). The "Poor" checkbox is checked, and a red arrow points to it. At the bottom of the form, there is a "Go" button.

2. Click **Set Assignment Filter**.

The screenshot shows a form titled "Submit Alert". At the top, there are three buttons: "Set Assignment Filter", "Set Default Grade Preference", and "New Alert". The "Set Assignment Filter" button is highlighted with a red box. Below this, there is a section labeled "Assignment..." with a dropdown menu and a "Next >" button. Below this, there is a section labeled "Course Section" with a dropdown menu and the text "All". Below this, there is a section labeled "Filter Grade Status For:" with two buttons: "Course" and "Assignment Grade". The "Assignment Grade" button is highlighted with a brown background. Below this, there is a section labeled "Grade Status - (Show students with the following status(es) on at least one gradebook item)" with four checkboxes and corresponding labels: "Good" (with a smiley face icon), "Ok" (with a neutral face icon), "Poor" (with a sad face icon), and "Missed" (with a question mark icon). The "Poor" checkbox is checked. At the bottom of the form, there is a "Go" button.



3. Check the **Active** box next to the desired assignment, then set the Good and Poor cutoff scores and click **Set Assignment Filter**.

**Assignment Grade Filtering**  
To filter, select Good / OK / Poor on the main page under Assignment Grade filter button  
Select Active assignments to determine which assignments to filter on after identifying desired cutoff ranges

Course Section  
STR1-4500-1-CPT-051

Row Number	Name	Active	Due Date	Points Possible	Cutoffs	% OK	% Good
1	Intro Class Policy Quiz	<input type="checkbox"/>	12/21/2022	1	Poor 30.00	75.00	% Good
2	Exam 1- Requires Respondus LockDown Browser	<input type="checkbox"/>	12/21/2022	17.5	Poor 30.00	75.00	% Good
3	Exam 2- Requires Respondus LockDown Browser	<input type="checkbox"/>	12/27/2022	17.5	Poor 30.00	75.00	% Good
4	Exam 3- Requires Respondus LockDown Browser	<input type="checkbox"/>	1/4/2023	15	Poor 30.00	75.00	% Good
5	Project Presentations	<input type="checkbox"/>	2/14/2023	30	Poor 30.00	75.00	% Good
6	Case Participation	<input type="checkbox"/>	2/8/2023	15	Poor 30.00	75.00	% Good
7	COB End of Program Assessment	<input type="checkbox"/>	2/1/2023	0	Poor 30.00	75.00	% Good
8	Optional Final Exam	<input type="checkbox"/>	2/2/2023	0	Poor 30.00	75.00	% Good
9	Respondus Setup Test- Requires Respondus LockDown Browser	<input type="checkbox"/>	2/3/2023	0	Poor 30.00	75.00	% Good

**Set Assignment Filter**

4. Check the box next to the student and assignment for the alert and click **New Alert**.

University of Colorado  
Colorado Springs

Support Network Fa... Submit Mass Alert Availability Settings

Search...

Set Assignment Filter Set Default Grade Preference **New Alert**

By Name

Contact Name	SIS EMPLID	Course Grade	Course Offeri...	Assignment S...	Points Possible	Assignment ...	Assignment ...	Assignment C...
<input type="checkbox"/>		46	STR1-4500-1-CPT...		7.00	13.00	Exam 3- Requires Respondus LockDown Browser	Jan 04, 23, 6:00 AM... 46.67

Active Assignment Grade Filtering

Course Section  
STR1-4500-1-CPT-051

Filter Grade Status For:  
Course Assignment Grade

Grade Status: (Show students with the following statuses) on at at least one gradebook item)

Displaying 1 of 1 Page

*NOTE: Using wireless internet causes slow page loads. Refresh the page if no data has loaded after at least one minute.*